

CCC CALIFORNIA CONSERVATION CORPS

1719 24th Street, Sacramento, CA 95816



Career Opportunity

December 3, 2015

- Do you want to make a positive, significant difference in the lives of citizens in communities throughout California?
- Do you want to directly improve the lives of citizens in the State of California through the implementation of vital environmental restoration projects?

Then the California Conservation Corps (CCC) has the job for you!

The CCC is a dynamic organization committed to developing young men and women by challenging them to complete a year of public service and conservation-related work. Employees of the CCC are leaders who inspire, educate and challenge young people to further their educational and professional goals.

If you are looking to work for a state department that demands excellence, inspires staff to do their best and protects and enhances the state's environment, we invite you to apply for a position with the California Conservation Corps, the finest youth Environmental Restoration, Education, Workforce Development program in the world.

OFFICE TECHNICIAN (TYPING) FULL TIME / PERMANENT

SALARY

\$2,809- \$3,515

FINAL FILING DATE

DECEMBER 14, 2015

POSITION LOCATION

LAKE TAHOE

RPA # 16-1131

QUESTIONS ABOUT THE JOB

MELISSA KIBBEE

(530) 577-0850

OR VISIT OUR WEBSITE:

WWW.CCC.CA.GOV

SEND APPLICATION TO

CALIFORNIA CONSERVATION CORPS

CIVIL SERVICE RECRUITMENT DESK

1719 24TH STREET

SACRAMENTO, CA 95816

Duties: Create and distribute accurate Daily Rosters weekly for all crews. Receive Daily Rosters from Conservation Supervisor or designee. Review for accuracy, input hours worked, sick, CTO/vacation, and work-over for corpsmembers in the CADCARS personnel computer system with great attention paid to data entry detail. Update leave balance cards for corpsmembers at the end of each pay period. Prepare proper payroll forms monthly to process regular corpsmember payroll or corpsmember overtime pay. Responsible for having regular pay for corpsmembers to the Sacramento Personnel Transactions Office on the first day of the pay period. Must make certain all personnel documents are kept highly confidential and secured at all times.

Process corpsmember separation paperwork as needed and in accord with the most current State mandate. Process transfer documents and personnel files when applicable for incoming and outgoing corpsmembers. Data entry of vacation, personal holiday and graduation/extension reports in CADCARS due at the beginning of each month. Oversee entire hire document process and personnel introduction for monthly corpsmember intake (COMET), which includes the creation of current personnel and medical document packets for distribution. Responsible for typing, completing, copying and submitting to the Sacramento Personnel Transactions office intake paperwork for COMET corpsmembers. Offer assistance in the Second Chance return process and completes all necessary paperwork. Provide informational email; Understand workers' compensation procedures. Submit all workers' comp claim forms to State Compensation Insurance Fund (SCIF) and Headquarters Health and Safety. Work with HQ Health and Safety office to provide all necessary accommodations and State mandates are met during the workers compensation process. Ensure OHSA 300 log is current.

The young women and men of the Corps work hard protecting and restoring California's environment and responding to disasters, becoming stronger workers, citizens and individuals through their service.

Cross-trained to assist the other OT with all staff and Special Corpsmember (SPCM) payroll. Cross-trained to assist when needed with processing paperwork for hires, separations, transfers, promotions, health benefits enrollments or updates, and on-the-job injury reports of staff and SPCMs. Provide clerical support to Business Services Officer and Center Director as needed. Help keep all vendor and contract payments current and assures payment assignment to the proper object code for billing purposes. Assist in maintaining vendor files.

Receive payroll warrants from Headquarters, guarantee monthly payroll distribution process runs smoothly and accurately with all monthly timesheets signed by the individual corpsmembers and their supervisors. Distribute all incoming mail and faxes. Process all outgoing mail (first class, inter-district and Headquarters).

Operate and monitor all office machines (i.e., postage meter, copy machine, printers, and fax machine) and take necessary steps to make sure they are in proper working order, and maintain a proper amount of supplies each day. Primary responsibility for answering the telephones and transferring and routing calls. Incumbent is responsible for taking, typing and distributing minutes from all staff meetings when applicable.

Retrieve corpsmember count and other data from CADCARS as required; update the FTE spreadsheet with corpsmember count; distribute CADCARS reports as needed; establish and maintain personnel files. Organize and maintain state manuals, state forms, district manuals, policy manuals, and office bulletin boards. Employee must always strive to follow the most current State policy or process as it relates to this position. Report stock inventory and receive monthly office supply order from the Office Technician, responsible for keeping the stock room neat and organized. Other tasks as needed.

Who May Apply: Applicants currently at the Office Technician (Typing) level or those who have eligibility for appointment or transfer to this classification. Training and Development (T&D) assignments may be considered.

Please indicate RPA #16-1131 in the job title section of your State application.